

1. **To Login:** Go to [http://abn.alabama.gov/abnonline/counselor\\_login.aspx](http://abn.alabama.gov/abnonline/counselor_login.aspx) . In the login page shown below, type in the email address you had provided the Alabama Board of Nursing and your password. Click the “Login” button to enter into the reporting site or click “Cancel” to clear your input.
  - a. **Note:** Your initial password is abc\_123
  - b. You will be able to change your password, with a maximum length of 12 characters after login using the “Change Password” link.



The screenshot shows the Alabama Board of Nursing website. At the top left is the state seal of Alabama. To its right is the text "Alabama Board of Nursing" in a large, serif font. Below this is a "COUNSELOR LOGIN" form. The form has two input fields: "UserName:" with the text "john.smith@gmail.com" and "Password:" with masked characters "\*\*\*\*\*". Below the fields are two buttons: "Login" and "Cancel". A link "Forgot Password" is located below the "Cancel" button. At the bottom of the page, there is a footer with the text: "Privacy/Security Statement · Español · Translation Disclaimer · Contact Us" and "1-800-656-5318 | Alabama Board of Nursing P.O. Box 303900 Montgomery, AL 36130-3900".

2. **Forgotten Password:** Click the “Forgot Password” link in the login page enter your email address in the screen that comes up. The system will email you with instructions.



The screenshot shows the "FORGOT PASSWORD" page. It has a single input field labeled "UserName:". Below the field are two buttons: "Send" and "Back".

3. **Counselor Details And Nurses' List:** Upon successful login, the application displays the current information the Alabama Board of Nursing has for the counselor. These details can be edited as and when the user wishes to.

The system automatically displays the quarter and the year that the report is being submitted for, as highlighted below.

Counselor Report for April to June 2013

**Counselor Details**

[Change Password](#)

Counselor Name:

Title:

Phone:

Email:


**Nurses List**

License #	Name	Submitted ?	Select	Print
1-999995	DOE SMITH	N		
1-999996	JOE SMITH	N		



The “Nurses List” section displays the License # and Name of the nurses that the counselor should report on. It also indicates whether the counselor report for the quarter has been submitted for each nurse, as indicated in the “Submitted?” column in the grid.

#### 4. To select a nurse:



Click on the  next to the nurse's name. The system refreshes the bottom part of the screen as shown below. The nurse's name is displayed under each section as a confirmation for the counselor.

**Example** "Diagnosis Details For Doe Smith".

License #	Name	Submitted ?	Select	Print
1-999995	DOE SMITH	N		
1-999996	JOE SMITH	N		

**Diagnosis Details For DOE SMITH**

Diagnosis:

Date Counseling started:  Ex: MM/DD/YYYY

**Attendance Details For DOE SMITH**

Type of Appointment:	Select Type <input type="button" value="v"/>
Date:	<input type="text"/> Ex: MM/DD/YYYY
Appointment Kept?	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save"/> <input type="button" value="Clear"/>	

Type Of Appointment	Date	Appointment Kept	Reason	Edit	Delete
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**Evaluation For DOE SMITH**

Treatment Progress	Licensed Nurse's Attitude	Disposition
<input type="radio"/> Treatment Not Initiated	<input type="radio"/> Cooperative	<input type="radio"/> Active
<input type="radio"/> Progressing well	<input type="radio"/> Somewhat cooperative	<input type="radio"/> Terminated-Complete
<input type="radio"/> Progressing fair	<input type="radio"/> Uncooperative	<input type="radio"/> Terminated-Incomplete
<input type="radio"/> Attending but not progressing	<input type="radio"/> Other	<input type="radio"/> Counselor would like a call from Board staff
<input type="radio"/> Licensed Nurse Terminated on his/her own		

Did you make any referrals or recommendations to the Licensed Nurse ☐ Yes ☐ No

Other Comments:

### 5. To Submit A Report For A Nurse:

- a. Type in the Diagnosis and the date counseling started for a particular nurse. Once the "Date Counseling Started" is reported in the first report, it need not be re-entered on every quarterly report.

#### Diagnosis Details For JOE SMITH

Diagnosis:

Date Counseling started:  Ex: MM/DD/YYYY

- b. For the "Attendance Details" grid, please make sure to click on the "Save" button to save your entries and view them on the grid. If the Appointment was not kept, please type in the reason.

#### Attendance Details For JOE SMITH

Type of Appointment:	<input type="text" value="Select Type"/>				
Date:	<input type="text" value="/ /"/> Ex: MM/DD/YYYY				
Appointment Kept?	<input type="radio"/> Yes <input type="radio"/> No				
<div>Save Clear</div>					
Type Of Appointment	Date	Appointment Kept	Reason	Edit	Delete

- c. Under the "Evaluation" section, please select the appropriate treatment progress, attitude, and disposition. If you select "Other" under the Licensed Nurse's Attitude, the system provides a box to type in the details.


#### Evaluation For JOE SMITH

Treatment Progress	Licensed Nurse's Attitude	Disposition
<input type="radio"/> Treatment Not Initiated <input type="radio"/> Progressing well <input type="radio"/> Progressing fair <input type="radio"/> Attending but not progression <input type="radio"/> Licensed Nurse Terminated on his/her own	<input type="radio"/> Cooperative <input type="radio"/> Somewhat cooperative <input type="radio"/> Uncooperative <input type="radio"/> Other	<input type="radio"/> Active <input type="radio"/> Terminated-Complete <input type="radio"/> Terminated-Incomplete <input type="radio"/> Counselor would like a call from Board staff

Did you make any referrals or recommendations to the Licensed Nurse ☐ Yes ☐ No

Other Comments:

Submit

- d. Click on the “Submit” button at the bottom of the page to submit the report for the selected nurse. The system displays a message upon successful submission, with the nurse’s name at the end.
- e. To select and report on another nurse, please click the  image for that nurse and repeat the above mentioned steps.
- f. Click on the “Print” option in the grid to print the details submitted for a particular nurse.